

APHIS Brio Report Descriptions

The fdw.usda.gov web site contains many useful reports for analyzing financial data. The following are a list of reports, the report information, and the status.

SPENDING REPORTS:

- **Accounting Code Summary by BOC (ACSB)** shows the Current Month Obligations, Quarter to Date Obligations, Year to Date Obligations, and FY 2001 to Date Obligations sorted by Major Budget Object Class (BOC) for each program you select. This report replaced the old A1 Report in CAS.

QUIRK: The user must pull the latest closed month at a time to get the year to date balance for a chosen month. This report is only valid for current year.

STATUS: The Project to date field does not currently work. Also this report can not be used for prior year analysis because the amounts are overstated by the Beginning Balance (BB) documents.

- **The Detail Transaction Report (DTR)** gives a detail list of all transactions occurring during a specified time period (except those processing from the Payroll Accounting System (PACs) feeder). The report subtotals on BOC, Major BOC and Program.

QUIRKS: Payroll from the PACS feeder system is not on the DTR. PACS rolls the amounts to a higher level and does not give you the detail on each transaction. The DTR contains all BOC's greater than 1000 except for anything coming through the PACS system.

The DTR will show any BOC greater than 1100 that comes from any feeder system other than PACS. If you add the amounts in BOC 1100-1200 from the DTR and the Detail Payroll Register by Employee (DPR1), it should add up to the Accounting Code Summary by BOC (ACS1) minus the BOC 1199. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

The DTR does have document date and sorts the information in the report by these dates.

Note: Revenue appears on a separate report under Collections.

STATUS: The DTR has no problems at this time.

- **The Detail Transaction Report by Document Date (DTRDD)** gives a detail list of all transactions occurring during a specified time period (except those processing from the

Payroll Accounting System (PACs) feeder). The report is the same as the DTR except that Feeder System has been removed and Document is printed on the report. The report subtotals on BOC, Major BOC and Program.

QUIRKS: You must choose either one or more Fiscal Month(s) or choose two Document Dates to get everything between those dates. You can ignore either Fiscal Month or Document Date but you must choose one of these.

STATUS: The DTRDD has no problems at this time.

- **The Travel Report Summarized by Traveler's Name (TRSTN)** gives a detail list of all travel transactions occurring during a specified time period. The report subtotals on Document Number and Program. The report tells you who traveled and when. If the person has traveled on multiple trips during the month, the report will show you each travel date and the total for those dates.

QUIRKS: This report does not contain VADERS transactions or relocations.

STATUS: The TRSTN has no problems at this time.

- **The Current Year Summary Report (CYSR)** pulls summary data, which includes Revenue, Reimbursements, YTD Unliquidated Obligations, and YTD Expended Items, grouped by Program and Major BOC. This report shows all Collections and Accounts Receivables. The PYSR subtotals on Reporting Category, Fund and Budget Fiscal Year.

QUIRK: Must pull only one month at a time. This report is cumulative so it will bring in all prior months. Also remember the BOC 1199 is included in the Major BOC 1100. BOC 1199 is an estimate/accrual of payroll and reverses out at the next accounting period.

STATUS: The CYSR can't be pulled for more than one FY. Use the PYSR to run prior Budget Fiscal Years.

- **The Prior Year Summary Report (PYSR)** pulls summary data, which includes PTD Revenue, PTD Reimbursements, PTD Unliquidated Obligations, and PTD Expended Items, grouped by Program and Major BOC. This report shows all Collections and Accounts Receivables. The PYSR subtotals on Reporting Category, Fund and Budget Fiscal Year.

QUIRK: Must pull only one month at a time. This report is cumulative so it will bring in all prior months and all prior Fiscal Years. The month you are asking for is either the current month we are in which would give you all information since the Financial Data warehouse updated or you can choose the last closed month.

STATUS: The PYSR is for all BFY's other than the current Budget Fiscal Year. For the Current Budget Fiscal Year use the Current Years Summary Report (CYSR).

- The **Status of Funds Extract (SOF)** is a report used by the status of funds' system that many programs are using. If you aren't using the SOF program, you won't need this report.

QUIRK: Can pull all Budget Fiscal Years but the SOF system will only download the current budget fiscal year because it doesn't process prior BFY information. The report will not show the negative sign on the hours. The hours have the same sign as the money. Negative money usually has zero hours.

STATUS: The SOF extract has no problems at this time.

- The **Unliquidated Obligations History Report (UOH)** shows obligations and payments made for documents that still have an open or unliquidated amount. The UOH replaced the Contract Payment History report.

QUIRK: You need to know your transaction codes to use the report effectively. All open purchase orders with amounts above zero are reflected in this report. If a purchase order has been fully liquidated, the report will not show the purchase order.

STATUS: The UOH has been updated and Type 40 Purchase Orders are not on the report. A separate report is being worked on for Type 40 Purchase Orders.

PAYROLL REPORTS:

- The **Payroll Report by Pay Period (PRPP)** shows each employee by pay period and sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

QUIRK: The PRPP only shows payroll activity processed in the PACS System. The report does not include Foreign Service allowances processed through Minneapolis and International Services' VADR's, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRPP has no problems at this time.

- The **Payroll Report by SSN and BOC (PRSB)** gives a breakout of salaries and benefits by BOC, sub-totaled by hours, regular pay, other pay, overtime, differential and benefits. This report allows you to query on SSN, so you can look up just the people you need.

QUIRK: The PRSB allows you to look at PP20 in FY 2000. If you want certain Pay Periods for each employee then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRSB has no problems at this time.

- The **Payroll Report by Name and Pay Period (PRSNP)** shows an employee and all pay period corresponding to him/her, sub totaled by hours, regular pay, other pay, overtime, differential and benefits. The grand total amount paid by the agency is totaled by person by pay period. The report is totaled by Org. Level 1 and Budget FY.

QUIRK: The PRSNP only shows payroll activity processed in the PACS System. The report does not include Foreign Service allowances processed through Minneapolis and International Services' VADR's, for example. If you want certain Pay Periods then ignore the month and select the pay periods. If you want all activity that has happened within a month then select the month and ignore the Pay Period. This will give you all the corrected T&A's that were done in the accounting period.

STATUS: The PRSNP has no problems at this time.

- The Payroll report headers contains the following BOC's:
 - Regular Pay is BOC 1100 through 1149 and 1181.
 - Overtime is BOC 1170 through 1180.
 - Differential is BOC 1160 through 1169, 1192, and 1182.
 - Benefits are BOC 1200 through 1298 and 1300 through 1399.
 - Other Pay is BOC 1150 through 1159, 1183 through 1198, 1400 through 1499, and 1000.

ACCOUNTS RECEIVABLE REPORTS:

- **Aged Receivables by Vendor Code (ARVC)** This report tracks delinquent debt information by vendor code. The report is utilized by the Accounts Receivable Team to identify debtors that may need special emphasis
- **Aged Receivables by Vendor Name (ARVN)** This report tracks delinquent debt information by vendor name. The report is utilized by the Accounts Receivable Team to

reveal debtors that may need special emphasis. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account(s).

- **Appeals Report by Location (APRL)** This report tracks billing documents that are in appeal status. It is sorted by location and is distributed to the field office responsible for reconciling the disputed document(s).
- **Appeals Report by Vendor (APRV)** This report tracks billing documents that are in appeal status. It is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account
- **Cash Receipts Inquiry (CRI)** This report tracks information of a payment based on the check number, bank account number, or dollar amount of the check as provided by a vendor.
- **Credit Balances Report by Vendor Code (CBRVC)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund.
- **Credit Balances Report by Vendor Name (CBRVN)** This report identifies vendors that have a credit balance on their account. The Accounts Receivable Team uses this information to further identify accounts in need of reconciliation or possible refund. The report is sorted by vendor name for distribution to the debt management specialist responsible for monitoring the account.
- **Open Principle and Finance Charges (OPFC)** This report provides a current account summary of all open billing documents and finance charges owed by a vendor. The report can be run by AR Type and sorted by either vendor code or vendor name.

STATUS: The OPFC is not available at this time.

- **Vendor Account Activity (VAA)** This report provides a summary of all activity for a vendor during a specified period of time. The Accounts Receivable Team utilizes this report to assist in reconciling accounts

COLLECTION REPORTS:

- **AQI Collections (AQI)**

STATUS: The AQI report is currently unavailable.

- **Daily Collections (DC)** gives a list of collections made during the fiscal year between two dates regardless of budget fiscal year.

QUIRK: The DC may not have the two dates to select so you have to type in the two dates with a comma separating them. **Pay close attention** to the Accounting Code column to know which Budget Fiscal Year the account is referring.

STATUS: The DC has no problems at this time.

- **Revenue Reimbursables Detail Report (RRDR)** gives a list of all transactions that are either Collected Reimbursable/Revenue and/or Receivable Revenue/Reimbursable.

QUIRK: The RRDR will only show transactions that have been collected or set up as a receivable (billed). If that has not occurred, no data will show up on the report. Remember, if you are looking for the obligations, you must go to the DTR.

The RRDR on the web does not contain TC “NO”, which are refunds for canceled orders. These documents are data entered by Minneapolis. The BEST team currently has a report that pulls this information and this change will be made to the report on the web.

STATUS: The RRDR does not contain Transaction Code NO. Therefore your revenue will be overstated if your program code contains these types of transactions.

- The **APHIS Revenue/Reimbursable Report Summary by Month (ARRS)** shows Monthly Obligations, Monthly Collected Reimbursements, Monthly Collected Revenue, Monthly Receivable Revenue, and Monthly Receivable Reimbursable by program. The report is subtotaled by Reporting Code, Org Level 1, and Fund.

QUIRK: The ARRS report is a monthly report. If you want **Year to Date** you should choose all months. The report does not contain NO documents so the summary is overstated by that amount. This change will have to be done by NFC and will entail an enhancement to the system.

STATUS: The ARRS has no problems at this time.

Note: The ARRS and the RRDR (revenue/reimb) reports contain all the BOC's from 0001 through 0999.

GENERAL LEDGER:

- **Trial Balance (TRBL)** This report is used by accountants in the Financial Management Division but is available to all users. The report shows the financial amounts hitting the different General Ledger accounts by Treasury Symbol.

QUIRK: The TRBL report was designed for high level Agency reporting and has no details.

STATUS: The TRBL is currently being worked on, it works fine but it is being updated.

OTHER:

- The **Accounting Code Summary Allocation/Funds Availability (AFA)** shows the Allocation amount, YTD Collections and Receivables, YTD Obligations, and Availability (Unobligated Balance) by Treasury symbol. The report can be run for one program code, a fund and/or a division.

QUIRK: The AFA report was designed for high level Agency reporting and has no details.

STATUS: The AFA has no problems at this time.

- The **T1 Area Trust - Reimbursement Fund Statement (TRPR)** gives information that was on the old T1 report in CAS.

STATUS: An Alternative reporting system is under development.

- The **T2 Area Trust Summary (TRSR)** gives information that was on the old T2 report in CAS.

STATUS: An Alternative reporting system is under development.

E-mailed only:

These reports were sent out in the past year by e-mail. If you did not receive the e-mail and want a copy of one of these reports, please contact Stacye Teachman at 301-734-8251.

- **UTVN** contains all the utility charges.
- **MO/DD Report** that only shows these types of Transaction Codes. Gets DD's that don't reference can pivot for non-referencing.
- **TELE Report** contains all the telephone charges with account numbers referenced.
- **NORRDR** contains only Transaction Code NO, Trans Type RA and RR which are canceled/refunded revenue.